SMART Goals

Worksheet

S.M.A.R.T

Specific

- Does your goal clearly and specifically state what you are trying to achieve?

- If your goal s particularly large, try breaking it down into smaller, more specific goals.

Measurable

- How will someone else know if progress is being made towards your goal?

- Can you quantify or put numbers to your outcome?

Attainable

- Is achieving your goal dependent on another person or team? If so, is it possible to reframe your goal so it only depends on you?

- What factors might prevent you from accomplishing your goal?

Relevant

- Why is achieving this goal important to you?

- What values in your life does this goal reflect?

- What effect will achieving your goal have on your life or on others?

Time-bound

- When will you reach your goal?

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Goal

Goal Start Date: _____

Goal Completion Date: _____

Define your goal in one sentence:

The benefits of achieving this goal will be:

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Verify That Your Goal is SMART

Specific:

What exactly will you accomplish?

Measurable:

How will someone else know if progress is being made towards your goal?

Attainable:

Is achieving your goal dependent on another person or team? If so, is it possible to reframe your goal so it only depends on you?

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Relevant:

Why is achieving this goal important to you? What values in your life does this goal reflect?

Time-bound:

When will you reach your goal?

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Action Plan

What specific steps must you take to achieve your goal?

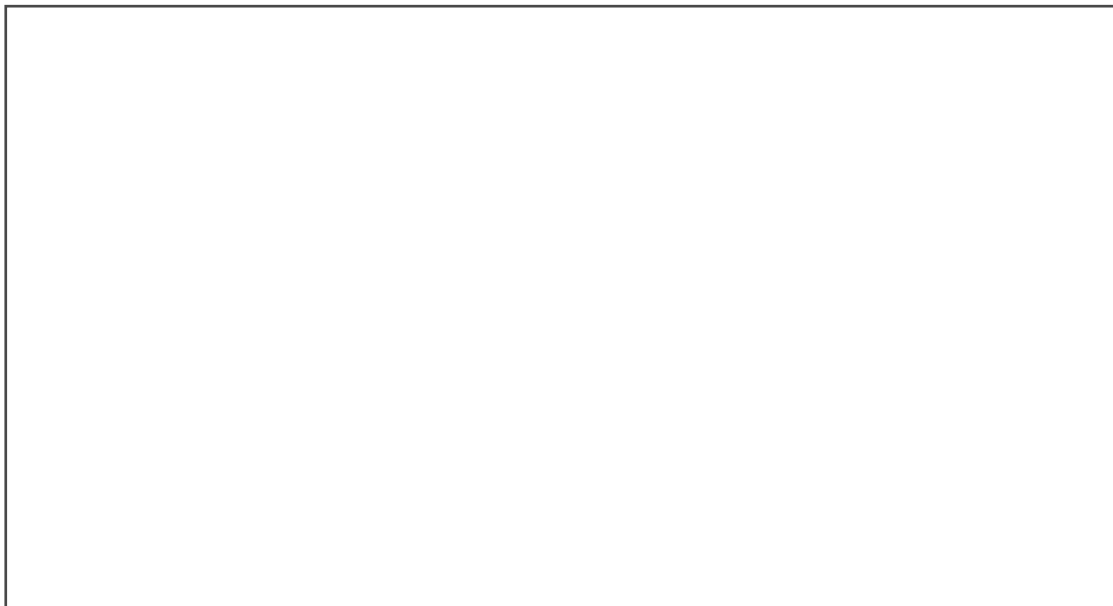| Task	Expected Completion	Actual Completion
		(Date/Time)

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Obstacles/Challenges

What obstacles stand in the way of you achieving your goal?

Obstacle

How will you address the challenges if/when they arise?

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Accountability

It's always helpful to have one or two people to check in with on a regular basis. Keeping others informed of your progress can be a great motivator! If you can't find anyone to hold you accountable, consider signing up for an app to remind you to stick with it everyday.

Contact Name	Update Frequency (e.g. weekly)	Method of Communication (e.g. email)

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Achievement

Date you achieved your goal _____

Congratulations!

Make sure you let others know what you achieved and how you used the SMART method!

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